



**Virtual Delivery
Schedule
December 2021 -
February 2022**



Learnsoft Live

4350 Executive Drive, Suite 100 | San Diego, CA 92121 | 858.546.1400 | www.learnsoft.com

RETIREMENT CLASSES

	<i>DATES</i>	<i>TIME</i>	<i>LENGTH</i>	<i>PRICE</i>
FIRST TIME EVER OFFERED ON OPEN ENROLLMENT ONLY AVAILABLE FOR FEDERAL EMPLOYEES				
<i>Pre-Retirement Planning</i>	01/14/22	8:00AM-04:00PM PST	1 Day	\$255
<i>Thrift Savings Plan (TSP)</i>	02/03/22	8:00AM-04:00PM PST	1 Day	\$255
<i>Early/Mid-Career Retirement Planning</i>	02/04/22	8:00AM-04:00PM PST	1 Day	\$255

BUSINESS COURSES

	<i>DATES</i>	<i>TIME</i>	<i>LENGTH</i>	<i>PRICE</i>
<i>Building Self-Esteem, Self-Confidence &</i>	12/02/21 02/01/22	8:00AM-12:00pm PST 8:00AM-12:00pm PST	1/2 Day 1/2 Day	\$255 \$255
<i>Change Management for Employees</i>	02/03/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Coaching, Counseling, & Mentoring</i>	12/17/22 01/04/22	8:00AM-12:00pm PST 8:00AM-12:00pm PST	1/2 Day 1/2 Day	\$255 \$255
<i>Coaching for Increased Performance</i>	12/07/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Conflict Resolution</i>	02/14/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Critical Thinking and Creative Problem Solving</i>	12/03/21 01/07/22	8:00AM-12:00pm PST 8:00AM-12:00pm PST	1/2 Day 1/2 Day	\$255 \$255
<i>Dealing with Difficult People</i>	01/11/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Developing Yourself As A Leader</i>	02/09/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Project Management Fundamentals</i>	01/11/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Habits of Top Performing Employees</i>	02/25/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Having Meaningful Forward-Looking Conversations</i>	01/12/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>How to Take Meeting Minutes</i>	02/23/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Getting Results Without The Authority</i>	02/10/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Leadership and Management Skills for Non-Managers</i>	01/17/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Managing Remotely</i>	01/26/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Managing Your Emotional Responses</i>	02/15/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Motivating and Delegating</i>	01/27/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Team Building, Better Teams</i>	01/20/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Unconscious Bias</i>	02/17/22	8:00AM-12:00pm PST	1/2 Day	\$255

APPLICATION COURSES	DATES	TIME	LENGTH	PRICE
<i>Access 2016 Introduction</i>	12/01/21	8:00AM-03:30PM PST	1 Day	\$255
	02/01/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Access 2016 Intermediate</i>	12/02/21	8:00AM-03:30PM PST	1 Day	\$255
	02/10/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Access 2016 Advanced</i>	12/07/21	8:00AM-03:30PM PST	1 Day	\$255
	02/16/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Introduction</i>	12/06/21	8:00AM-03:30PM PST	1 Day	\$255
	01/04/22	8:00AM-03:30PM PST	1 Day	\$255
	02/09/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Intermediate</i>	01/12/22	8:00AM-03:30PM PST	1 Day	\$255
	02/15/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Advanced</i>	12/09/21	8:00AM-03:30PM PST	1 Day	\$255
	01/18/22	8:00AM-03:30PM PST	1 Day	\$255
	02/23/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Macros</i>	12/14/21	12:15PM-3:30PM PST	1/2 Day	\$255
	01/27/22	12:15PM-3:30PM PST	1/2 Day	\$255
<i>Excel 2016 Pivot Tables</i>	12/14/21	8:00AM-11:15AM PST	1/2 Day	\$255
	01/27/22	8:00AM-11:15AM PST	1/2 Day	\$255
<i>Excel 2019 Introduction</i>	12/23/21	8:00AM-03:30PM PST	1 Day	\$255
	01/05/22	8:00AM-03:30PM PST	1 Day	\$255
	02/02/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2019 Intermediate</i>	12/22/21	8:00AM-03:30PM PST	1 Day	\$255
	01/20/22	8:00AM-03:30PM PST	1 Day	\$255
	02/08/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2019 Advanced</i>	01/26/22	8:00AM-03:30PM PST	1 Day	\$255
	02/22/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Outlook 2016 Introduction</i>	01/11/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Outlook 2016 Advanced</i>	01/19/22	8:00AM-03:30PM PST	1 Day	\$255
<i>PowerPoint 2016 Introduction</i>	12/15/21	8:00AM-03:30PM PST	1 Day	\$255
	02/08/22	8:00AM-03:30PM PST	1 Day	\$255
<i>PowerPoint 2016 Advanced</i>	12/16/21	8:00AM-03:30PM PST	1 Day	\$255
	02/17/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Project 2016 Introduction</i>	01/06/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Project 2016 Advanced</i>	01/13/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Visio 2016 Introduction</i>	01/13/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Visio 2016 Advanced</i>	01/25/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Introduction</i>	12/21/21	8:00AM-03:30PM PST	1 Day	\$255
	01/05/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Intermediate</i>	01/19/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Advanced</i>	01/25/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2019 Introduction</i>	02/03/22	8:00AM-03:30PM PST	1 Day	\$255

APPLICATION COURSES (cont.)

	<i>DATES</i>	<i>TIME</i>	<i>LENGTH</i>	<i>PRICE</i>
<i>Word 2019 Intermediate</i>	12/03/21	8:00AM-03:30PM PST	1 Day	\$255
	02/16/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2019 Advanced</i>	12/08/21	8:00AM-03:30PM PST	1 Day	\$255
	02/24/22	8:00AM-03:30PM PST	1 Day	\$255

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